

Slide 1



Learn how to download ebooks and transfer them to your ereader. Presented by Lauren Stokes, Virtual Library Manager.

Contact information for additional assistance:  
702.507.6300 or via email [ask@lvccld.org](mailto:ask@lvccld.org)

Slide 2



- Need a computer for dedicated eReaders except Sony Reader WiFi (PSR-T1) (tablets and smartphones can be used for some formats without a computer)
- You need to be a patron who lives in the LVCCLD, North Las Vegas or Boulder City taxing district with a library card and PIN in good standing. (Henderson patrons will need to use Henderson Public Library downloadable catalog.)
- Free digital software
- Access to the Internet to browse, checkout and download files. You can read, view or listen without being connected to the Internet.

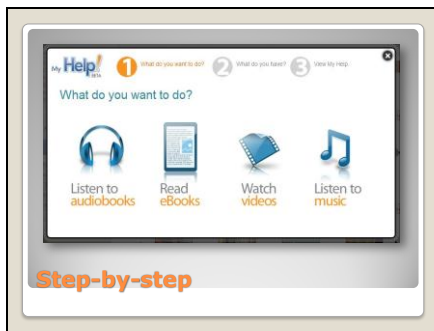
Slide 3



Start with our eMedia Catalog – <http://ebooks.lvcclid.org>

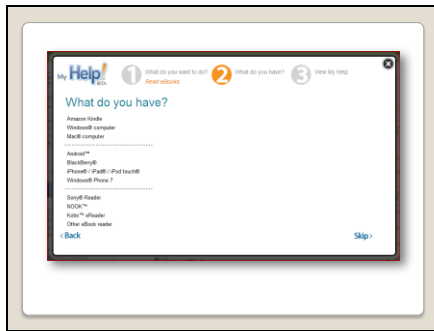
Click **My Help!**

Slide 4



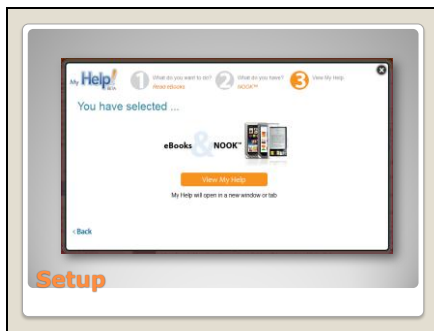
Select **Read eBooks**

Slide 5



Select the device you have

Slide 6



- Click **View My Help**
- Go to the new window which has opened

Slide 7



There are three steps to follow in setting up your computer and ereader so they will talk to each other.

- Confirm your computer requirements – you may need to update your Adobe Flash player and make sure you have JavaScript enabled. There are instructions on how to do both of these.

**Homework:** Do this step when you get home.

Slide 8



**Install Software (Homework:** do this step at home). For the class, find the Adobe Digital Editions icon on your computer screen.

### How To Install Adobe® Digital Editions

- Open the [Adobe Digital Editions download page](#).
- Click **Install**. The *Adobe Digital Editions Installer* screen is displayed.
- Click **Yes**. The *Adobe Digital Editions License* screen is displayed.
- To continue, click the **I Agree** button. Adobe Digital Editions is installed.

Adobe Digital Editions opens once installation is complete.



## How to Authorize Adobe® Digital Editions with your Adobe ID

Whenever you use a new computer or device for eBooks from an OverDrive-powered site, you will be prompted to *Authorize*. Follow the instructions to complete the steps.

**For the class**, if you already have ADE on your home computer use the Adobe ID you created.

- Open Adobe Digital Editions. The *Setup Assistant* dialog box is displayed.
- Click **Continue**. The *Authorize Computer* screen is displayed.
- Under *Authorize Computer*, if you already have an Adobe ID enter the email address and password for your Adobe ID.

Note that if you are using a NOOK® that you have registered to make purchases at Barnes & Noble®, your device is already authorized. You should use the same email address and password to authorize Adobe Digital Editions on your computer.

**Homework:** you will do the above steps at home using the Adobe ID you create below.

### If you do not have an Adobe ID...

- Click **get an Adobe ID online**.
- Follow the instructions to sign up for an Adobe ID.
- Return to the *Activation* screen. If needed, reopen the *Activation* screen from the **Library view** of Adobe Digital Editions by going to **Library > Authorize Computer....**

- Enter the email address and password for your Adobe account.
- Click **Activate**. Your computer is authorized with your Adobe ID.
- Click **Finish** to close the *Setup Assistant* dialog box.

**Important:** If you would like to transfer an eBook from Adobe Digital Editions to an eBook reader, be sure to authorize your eBook reader using the same Adobe ID.

Slide 10



**eBooks come in three formats:...**

- **PDF eBooks**
- **EPUB eBooks**
- **Kindle eBooks**

With EPUB, you may change the font size of your eBook, and the text automatically reflows within the display screen. EPUB is perfect for creating an instant large print eBook, or for reading on an eBook reader. In PDF eBooks the text and graphics remain fixed. For larger print, you may zoom in on the text. PDF is ideal for eBooks with many images such as picture books and graphic novels.

Which formats work with your ereader?

Slide 11



Slide 12



- Go to the eMedia Catalog at – <http://ebooks.lvcclid.org>
- The eMedia Catalog is hosted by OverDrive and LVCCLD has selected content just for our patrons.
  - You may borrow up to 50 items at one time.
  - Have 25 items on hold
  - These numbers are separate from physical materials in the library.
  - Titles are available 24/7 anytime, anywhere.

Slide 13



There are several ways to access the ebook collections

- On the left side there are ***eBook Fiction, eBook NonFiction and Browse Collection***
- Click **eBook Fiction or Non-Fiction**

Slide 14



Click on **Complete List**

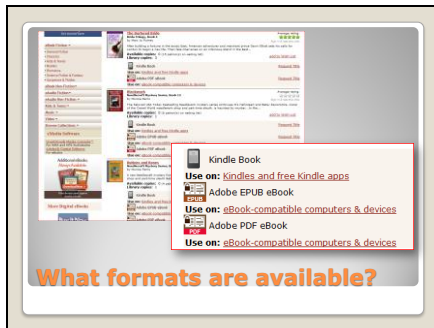
Slide 15



Couple of things to note:

- Up near the top where it reads **Search results** it shows the number of titles available in this format.
- Underneath you **Sort by** Title (which is the difficult sort) release date, most popular, and date added to site.
- **Available copies** – shows how many are currently available for lending.
- Action links - **Add to eMedia Bag** or **Request Title**
- **Add to Wish List** – keep of list of books you want to read.
- **Rating Stars** – use to keep track of what you have read.
- Click on any title or any book cover to view more information about the book.

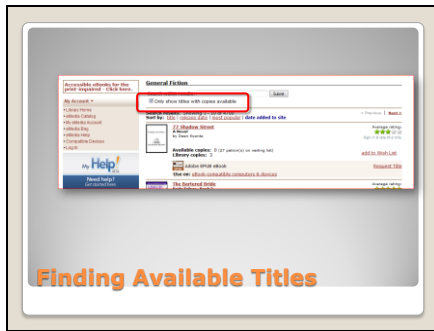
Slide 16



For ebooks – ePUB, PDF with DRM and Kindle. Also open (without DRM) version of PDFs or Kindle formats.

One Copy – One user same as with the print books in the library. When a copy is checked out it is removed from circulation. Just like the print books you can request items when all copies are checked out.

Slide 17



To find only available titles **check off** the box at the top and click **Submit**.

Slide 18

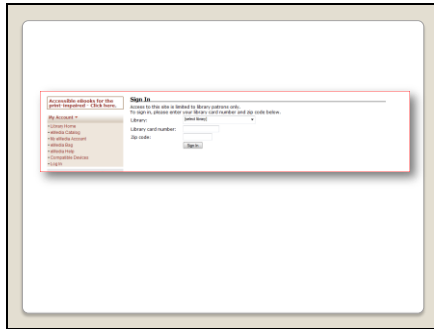


The default display is by title. You can change it by clicking one of the links at the top under **Sort By**.

Select one of the titles to view more information about the book.



Slide 21

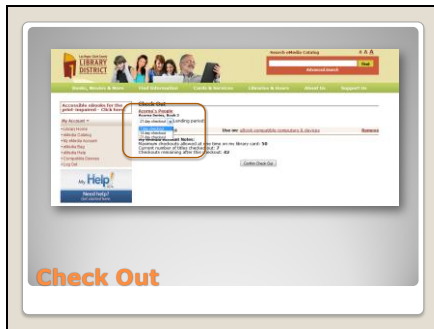


Select your Library – most likely Las Vegas-Clark County Library District.

Enter **your barcode number**

Enter **your Zipcode**

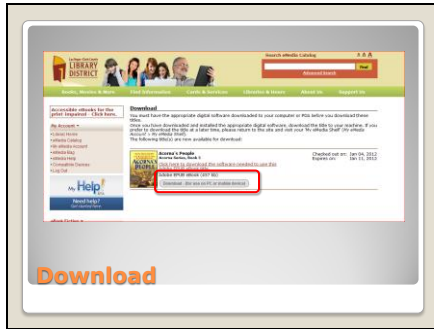
Slide 22



Check Out informs you how many titles you have checked out and how many will be left after this checkout. Here is where you can change your Lending Period by clicking the drop down arrow and selecting an option.

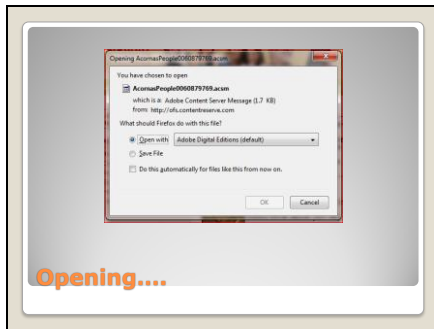
Click **Confirm check out** after you selected your lending period.

Slide 23



Since you have installed you Adobe Digital Editions on your computer you are ready to download the title. Click the **Download** button.

Slide 24



You will be opening this with Adobe Digital Editions. Also select **OPEN**

Users with Windows 7 may see a bar across the bottom of your screen rather than this silver box.

Click **OK**

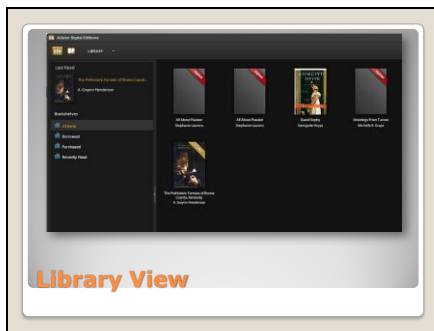
Slide 25



You note a small window showing the progress of the download when complete the book will open up.

In ADE, select the Library View icon in the upper right corner of the screen to get this view.

Slide 26

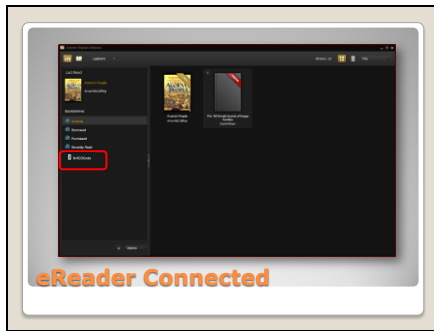


Note: Library books have a yellow banner on the book you downloaded – it shows how many days you have left to use the book. When they expire, the banner turns to red. Books purchased or “free” ebooks have no banner.

Books are automatically returned to the library when they expire but they remain on your computer and reader expired. You need to manually delete them.

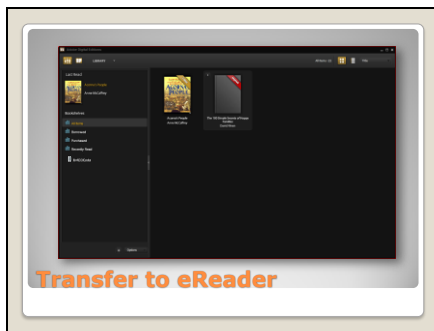
Connect your ereader to the computer.

Slide 27



A small icon for your reader will appear on the Bookshelves under the blue books.

Slide 28



To transfer the book you just downloaded to your ereader:

- Click and hold the left mouse button and drag it over your ereader icon
- Let go of the mouse buttons and it will transfer.
- When finished, disconnect your ereader from the computer.
- Look on your ereader for the book

**On a Nook:**

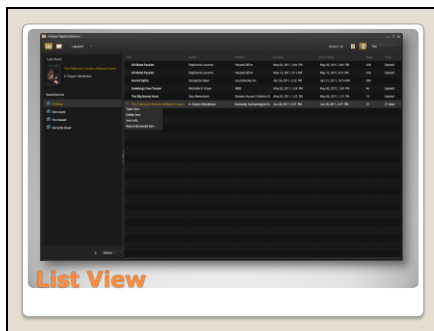
- Select the menu bar
- Select library
- Select my files
- Select Digital Editions
- Look for your book

Slide 29



- Click **Library**
- Select **List View**

Slide 30

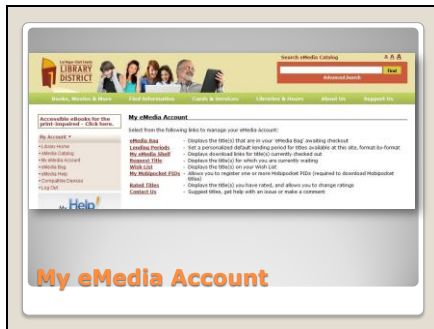


- Find the title you want to return and click the **down arrow** next to the title.
- Select **Return Borrowed Item**

It will disappear from ADE.

Note: It will also disappear from your ereader if it is connected or reconnected to the computer.

Slide 31



- **eMedia Bag** – view items currently added; holds them for 30 minutes.
- **Lending Periods** – personalized your lending periods for each type of format. Note: the default in the catalog is **7 days**.
- **My eMedia Shelf** – displays books currently checked out with a download button.
- **Request Title** – displays all books you have placed on hold. **Note:** You have only 3 days to download the title once the email is sent.
- **Wish List** – Use to create a list of items.
- **My Mobipocket PIDs** – only for those using an older handheld device such as a Dell Axiom or Palm Pilot.
- **Rated Titles** – items you have used the 5 star rating system.
- **Contact Us** – send an email to us recommending titles to buy, get help, etc.

Slide 32



• **Books, Movies and More – eMedia Tab** – Provides monthly reading suggestions

<http://lvccld.org/library/bmm/index.cfm?locn=9>

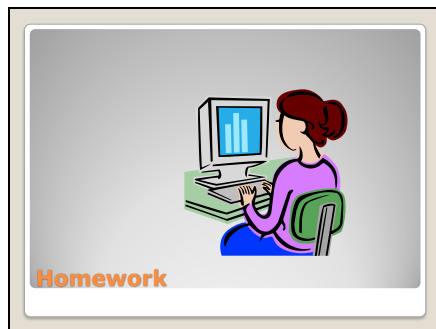
• **eRead Me Vegas** - Learn what has been ordered for next month, so you can get on the waiting list early, reading suggestions, reviews of devices, software updates and more.

<http://www.readmevegas.blogspot.com/>

• **FAQs, Tips and Tricks for eMedia** – your online help source.

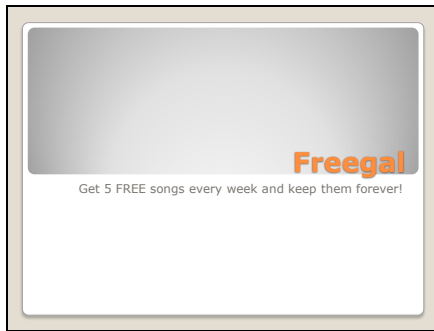
<http://emediatips.wordpress.com/>

Slide 33



- Check your computer requirements
- Check your Adobe Flash Player
- Check that JavaScript is enabled
- Download Adobe Digital Editions to your home computer
- Authorize your home computer with Adobe ID created in class.
- Go to My eMedia Account and set your lending periods for each format.
- Find a title you want to read which has no available copies and request it. Hint: enter an email which you get on your cell phone.
- Download and transfer ebooks and enjoy!

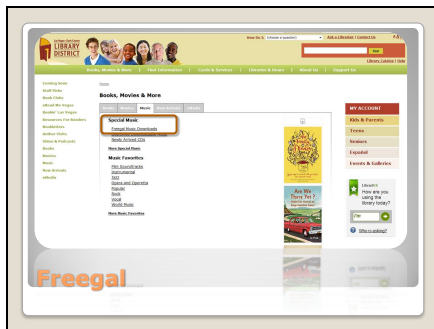
Slide 34



Freegal is provided by the Library. You can get 5 free songs of your choice every week and keep them forever! Burn to a CD or put them on your MP3 player or eReader if it accepts MP3 files. There are millions of songs to choose from.

You must live in the taxing district of Las Vegas-Clark County Library District. This service is not available to North Las Vegas, Boulder City or Henderson residents. (Henderson residents can use the Henderson Public Library access).

Slide 35



Find the link on the **Library's Books, Movies & More** page on the **Music** tab.

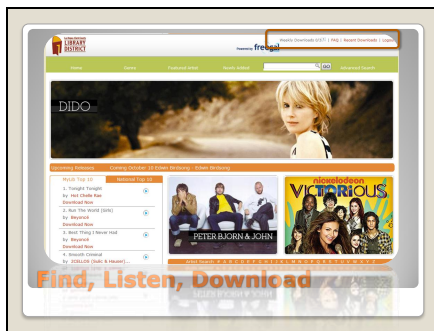


Slide 38



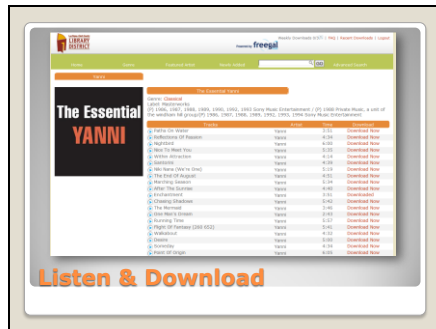
Something for all ages, from Benny Goodman to the latest rock star. Get 5 free songs per week to keep.

Slide 39



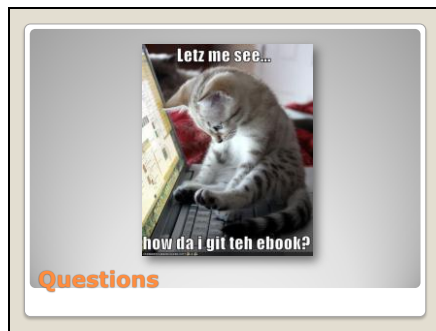
Search for artist or song title or genre

Slide 40



Sample the song using the blue button.  
Download and save to your computer.  
Transfer to a CD or MP3 player.

Slide 41



Do you have questions?

*What is the difference between Adobe® PDF eBooks and Adobe EPUB eBooks?*

**Adobe PDF eBooks** text resizing does not work well. PDF works well for graphic novels, illustrated titles, and other titles with specific formatting.

**Adobe EPUB eBooks** feature reflowable text, which means you can resize the text or change the size of your display and the text of the Adobe EPUB eBook reflows to fill the available view area. This makes Adobe EPUB eBooks the best choice for reading eBooks on small screens, like an eBook reader.